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MEMORANDUM OF UNDERSTANDING BETWEEN
OFFICE OF INFORMATION AND OFFICE OF PERSONNEL

SUBJECT: Semi-monthly Department Newsletter "USDA".

PURPOSE OF NEWSLETTER: To provide a medium for rapid and direct communication of information from the Office of the Secretary and Department officials to employees throughout the United States; this is necessary in order to accomplish essential unity of thought and understanding of the Department's program as a whole, especially in its relation to the problem of total national defense.

CIRCULATION: A copy of each newsletter will be sent to every supervisor wherever located. The edition will be limited to approximately 30,000 copies, which includes 9,000 copies for distribution to State Extension workers.

There will be no sales circulation, as the newsletter is intended only for the staff and collaborators of the Department.

Names will be added to or removed from the circulation list only by the Office of Personnel.

CONTENT AND STYLE All articles for inclusion in the newsletter shall be prepared or reviewed by the Editor. Technical terminology will be used only where it is essential, and all technical terms shall be explained in the body of each article. No signed articles will be used.

Illustrations may be used when they are essential.

Each issue shall include only matter of Department-wide interest and significance, organized under various headings, for example:

1. With the Secretary

Condensed report of important program policy statements made by Secretary, Under Secretary, and Assistant Secretary, new personnel and other staff policies of Department-wide bearing (e.g., announcement of the new procedure on employee grievances)

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DEPARTMENT OF AGRICULTURE
BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

PLANT QUARANTINE, BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

To provide a means for the rapid and efficient
inspection of plants and plant products for
insects and diseases, the Bureau of Entomology and
Plant Quarantine has established a system of
inspection in which the inspection is made by
a team consisting of a Federal inspector and a
representative of the State or Territory.

A copy of each inspection report will be sent to the
State or Territory. The report will be
forwarded to the Bureau of Entomology and
Plant Quarantine.

There will be no charge for the inspection, as the
Bureau will be reimbursed for the cost of the
inspection by the State or Territory.

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Bureau will be reimbursed for the cost of the
inspection by the State or Territory.

All requests for inspection in the inspection report
of the Bureau of Entomology and Plant Quarantine
will be forwarded to the State or Territory.
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Entomology and Plant Quarantine.

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Entomology and Plant Quarantine. The report
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forwarded to the Bureau of Entomology and
Plant Quarantine.

2. In Congress

Condensed summaries of the provisions of newly enacted legislation affecting Department programs or personnel (for example, appropriation acts, the Ramspeck Bill).

3. Agricultural Trends

Brief reporting of the economic data, and forecasting of future price and income developments; also of technological developments which will have future economic effects; also of findings in special social and economic studies carried on by the Department. The aim would be to enable all Department key personnel to be acquainted to some degree with the significant drifts in the agricultural industry so they will be thinking from correct assumptions about the situation of the people they are serving.

4. Agriculture in Defense

Summary of the contributions of Department programs to defense, and of the effect of defense operations carried on by other Government agencies on Department programs and their effect on the welfare of farmers and other citizens. Also reporting of the progress of the Department's programs for education of farm people for citizenship in our democracy.

5. With the USDA Agencies

News notes on understanding achievements by Department agencies or individual workers.

6. For Better Public Service

Information on the activities of the USDA Clubs and interbureau and bureau training projects.

PROCEDURES: All material proposed for publication will be subject to the approval of the Director of Personnel and the Director of Information (or their authorized representatives) as to its propriety for inclusion in the newsletter. The editorial work will be the responsibility of the Editor.

A Board of Editors shall be appointed to serve as the channel through which all staff offices and bureaus shall have free opportunity to suggest inclusion of material in the newsletter. The Board of Editors shall be composed of nine members to be nominated jointly by the Director of Personnel and the Director of Information. All members of the Board of Editors shall serve at the pleasure of the Secretary

OCT 29 1945

2. In Congress
Jointly authorized of the provisions of newly
enacted legislation relating to payment program
of personnel for various occupational roles,
the Department will.

3. Technical Trends
After reporting of the economic data, and later
reporting of future price and income development,
also of technological developments which will
have future economic effects and of findings
in social, social and economic studies carried on
by the Department. The data will be made available
Department for personnel to be concerned in such
degree with the scientific data in the agricultural
industry as they will be thinking from
current assumptions about the situation of the
people they are serving.

4. Agriculture in Defense
Summary of the contributions of Department programs
to defense, and of the effect of defense operations
on the other Government agencies on Department
programs and their effect on the welfare of
farmers and other citizens. Also reporting of the
progress of the Department's program for education
of farm people for citizenship in our democracy.

5. With the USDA Agencies
Have notes on understanding achievements by Department
agencies in individual work.

6. For Better Public Service
Information on the activities of the USDA Clubs and
Interpreters and Bureau training projects.

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of Information. All members of the Board of Editors shall serve
at the pleasure of the Secretary.

PROPOSAL

The Director of Information and the Director of Personnel shall be ex-officio members of the Board of Editors. The Board of Editors shall meet at least once a month on call of the chairman.

FINANCES:

The Office of Information shall arrange to finance the salaries and other expenses of preparing the publication.

Printing, binding and distribution costs shall be paid from appropriate funds available for the purpose.

RELATION TO
BUREAU HOUSE
ORGANS:

The newsletter will emphasize information and policies of Department-wide significance. It will not duplicate the purpose or material of any existing periodicals.

RELATION TO
SECRETARY'S
NUMBERED
MEMORANDA,
PERSONNEL
CIRCULARS,
BUDGET AND
FINANCE
CIRCULARS,
ETC.:

The newsletter will not be used to convey the detailed rules and regulations affecting the work of employees. Orders will continue to follow existing lines of authority.

Check lists or brief mention of formal instructions and memoranda of general rather than technical interest may be published in the newsletter.

The newsletter may contain notices of the availability of Department publications which are intended for use by others than technical specialists.

MISCELLANEOUS: Other policy considerations, including the time of issue, will, after appropriate discussion, be made the subject of supplemental agreements between the undersigned.

Aug. 20, 1941
Date

Morse Salisbury
Director of Information

Aug. 20, 1941
Date

Roy F. Hendrickson
Director of Personnel

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Walter S. Haffner
Director of Information

For E. J. Hamilton
Director of Personnel

INITIALS:

RELATION TO
BUREAU HOUSE
ROOM NO.

RELATION TO
BUREAU'S
MEMORANDUMS
PERSONNEL
CIRCULARS
BULLET AND
FINANCE
CIRCULARS
ETC.

APR. 20, 1941
Date

APR. 20, 1941
Date